

**Hanover Public Schools**

**Matthew A. Ferron**  
*Superintendent of Schools*



**Thomas R. Raab, Ed.D.**  
*Business Manager*

**Deborah St. Ives**  
*Assistant Superintendent*

**Joan Woodward**  
*Student Services Director*

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**MEMORANDUM**

To: Hanover School Committee  
From: Thomas Raab, Business Manager  
Cc: Matthew Ferron, Superintendent of Schools  
Date: May 11, 2016  
Re: FY '16 Monthly Budget Summary (May)

Please find below the School Department spending to date for this fiscal year. Now that Town Meeting is finished and the FY '17 budget is settled, I've been able to turn my attention to closing out FY '16. I am carefully evaluating each of the salary and expense lines. Currently, of the 5.9M remaining funds all but 31K has been encumbered for salaries and expenses. The remaining 31K will likely be needed to cover any additional expenses between now and the end of the school year. We are carefully evaluating all encumbrances and paying final invoices from Special Education and transportation vendors. While it is unlikely this year, I will certainly let the School Committee know if there are any available discretionary funds. The principals have until May 15 to send purchase orders to me and let me know how they plan to spend their remaining expense accounts. Should a small amount of money remain after all of the bills are paid, I will likely recommend that it be used to prepay Special Education tuitions for next year.

Two negative lines bear further explanation. **First**, there is a negative 12K balance in district wide regular education expenses. This year, we experienced a spike in homeless transportation costs impacting the regular education transportation line item in the budget. There are unused funds in the lines for legal costs that could be transferred to cover this negative balance if necessary. I recommend that we wait until June once I've paid all of the transportation bills and I can make a transfer recommendation at that time if necessary. **Second**, please note that Districtwide Special Education expenses are -\$79,568.67. I continue to encumber ALL of the current liabilities regarding Special Education so there are no surprises. As we go through the year, this number is constantly changing due to the nature of Special Education IEPs and the evaluation process. There are few situations still being resolved that may require funding. Remember that the FY '16 budget anticipated using \$100K of Circuit Breaker funds out of the \$320K we will receive this year so we are well within our budgeted range.

Please do not hesitate to contact me if you have any questions so that I may be fully prepared to answer them during the meeting.

**Town of Hanover**  
**Monthly Reporting Summary**  
**From 07/01/2015 to 06/30/2016**

01 - GENERAL FUND								
Account	Description	Orig Bud	Amended	Adjusted Budget	Encumb	Expend	Unencum Bal	% Exp
5400 - ARTICLES Total								100.00 %
00 - UNASSIGNED Total								100.00 %
5100 - SALARY Total		\$7,200.00		\$7,200.00		\$2,165.14	\$5,034.86	30.07 %
5200 - EXPENSES Total		\$2,000.00		\$2,000.00		\$1,301.54	\$698.46	65.07 %
30 - SCHOOL COMMITTEE Total		\$9,200.00		\$9,200.00		\$3,466.68	\$5,733.32	37.68 %
5100 - SALARY Total		\$561,835.00	\$-42,625.00	\$519,210.00		\$451,661.94	\$67,548.06	86.99 %
5200 - EXPENSES Total		\$85,872.00		\$85,872.00	\$10,046.56	\$72,135.56	\$3,689.88	95.70 %
31 - DISTRICT ADMINISTRATION Total		\$647,707.00	\$-42,625.00	\$605,082.00	\$10,046.56	\$523,797.50	\$71,237.94	88.22 %
5100 - SALARY Total		\$2,254,698.00	\$51,781.00	\$2,306,479.00		\$1,661,480.23	\$644,998.77	72.03 %
5200 - EXPENSES Total		\$78,280.00	\$800.00	\$79,080.00	\$6,534.78	\$61,381.48	\$11,163.74	85.88 %
32 - CEDAR ELEMENTARY SCHOOL Total		\$2,332,978.00	\$52,581.00	\$2,385,559.00	\$6,534.78	\$1,722,861.71	\$656,162.51	72.49 %
5100 - SALARY Total		\$1,708,196.00	\$33,554.00	\$1,741,750.00		\$1,247,809.81	\$493,940.19	71.64 %
5200 - EXPENSES Total		\$63,189.00		\$63,189.00	\$2,080.21	\$51,296.83	\$9,811.96	84.47 %
33 - CENTER ELEMENTARY SCHOOL Total		\$1,771,385.00	\$33,554.00	\$1,804,939.00	\$2,080.21	\$1,299,106.64	\$503,752.15	72.09 %
5100 - SALARY Total		\$1,361,454.00	\$-15,546.00	\$1,345,908.00		\$983,630.29	\$362,277.71	73.08 %
5200 - EXPENSES Total		\$45,538.00		\$45,538.00	\$2,054.31	\$40,603.85	\$2,879.84	93.67 %
34 - SYLVESTER ELEMENTARY SCHOOL Total		\$1,406,992.00	\$-15,546.00	\$1,391,446.00	\$2,054.31	\$1,024,234.14	\$365,157.55	73.75 %
5100 - SALARY Total		\$4,699,771.00	\$-9,501.00	\$4,690,270.00		\$3,377,338.54	\$1,312,931.46	72.00 %
5200 - EXPENSES Total		\$77,760.00		\$77,760.00	\$2,652.77	\$72,282.56	\$2,824.67	96.36 %
35 - HANOVER MIDDLE SCHOOL Total		\$4,777,531.00	\$-9,501.00	\$4,768,030.00	\$2,652.77	\$3,449,621.10	\$1,315,756.13	72.40 %
5100 - SALARY Total		\$5,314,009.00	\$62,418.00	\$5,376,427.00		\$3,908,321.41	\$1,468,105.59	72.69 %
5200 - EXPENSES Total		\$255,305.00	\$-17,360.00	\$237,945.00	\$17,106.34	\$206,865.02	\$13,973.64	94.12 %
36 - HANOVER HIGH SCHOOL Total		\$5,569,314.00	\$45,058.00	\$5,614,372.00	\$17,106.34	\$4,115,186.43	\$1,482,079.23	73.60 %
5100 - SALARY Total								100.00 %
5200 - EXPENSES Total								100.00 %
37 - SALMOND EC SCHOOL Total								100.00 %
5100 - SALARY Total		\$943,206.00	\$-30,391.00	\$912,815.00		\$691,520.55	\$221,294.45	75.75 %
5200 - EXPENSES Total		\$1,505,856.00	\$79,800.00	\$1,585,656.00	\$154,468.12	\$1,443,816.81	\$-12,628.93	100.79 %
5400 - ARTICLES Total		\$600,000.00		\$600,000.00	\$17,193.71	\$517,592.02	\$65,214.27	89.13 %
39 - HPS DISTRICT WIDE Total		\$3,049,062.00	\$49,409.00	\$3,098,471.00	\$171,661.83	\$2,652,929.38	\$273,879.79	91.16 %
310 - HPS - REGULAR EDUCATION Total		\$19,564,169.00	\$112,930.00	\$19,677,099.00	\$212,136.80	\$14,791,203.58	\$4,673,758.62	76.24 %

**Town of Hanover**  
**Monthly Reporting Summary**  
**From 07/01/2015 to 06/30/2016**

01 - GENERAL FUND								
Account	Description	Orig Bud	Amended	Adjusted Budget	Encumb	Expend	Unencum Bal	% Exp
5400 - ARTICLES Total		\$500,000.00		\$500,000.00	\$93,562.18	\$415,147.48	\$42.80	99.99 %
00 - UNASSIGNED Total		\$500,000.00		\$500,000.00	\$93,562.18	\$415,147.48	\$42.80	99.99 %
5100 - SALARY Total		\$148,917.00		\$148,917.00		\$106,990.73	\$41,926.27	71.84 %
5200 - EXPENSES Total		\$30,500.00		\$30,500.00		\$16,847.71	\$13,652.29	55.23 %
31 - DISTRICT ADMINISTRATION Total		\$179,417.00		\$179,417.00		\$123,838.44	\$55,578.56	69.02 %
5100 - SALARY Total		\$1,387,202.00	\$-168,865.00	\$1,218,337.00		\$945,541.44	\$272,795.56	77.60 %
5200 - EXPENSES Total								100.00 %
32 - CEDAR ELEMENTARY SCHOOL Total		\$1,387,202.00	\$-168,865.00	\$1,218,337.00		\$945,541.44	\$272,795.56	77.60 %
5100 - SALARY Total		\$690,342.00	\$1,071.00	\$691,413.00		\$492,401.10	\$199,011.90	71.21 %
5200 - EXPENSES Total								100.00 %
33 - CENTER ELEMENTARY SCHOOL Total		\$690,342.00	\$1,071.00	\$691,413.00		\$492,401.10	\$199,011.90	71.21 %
5100 - SALARY Total		\$266,689.00	\$-816.00	\$265,873.00		\$160,998.58	\$104,874.42	60.55 %
5200 - EXPENSES Total								100.00 %
34 - SYLVESTER ELEMENTARY SCHOOL Total		\$266,689.00	\$-816.00	\$265,873.00		\$160,998.58	\$104,874.42	60.55 %
5100 - SALARY Total		\$1,482,326.00	\$-53,540.00	\$1,428,786.00		\$1,045,044.56	\$383,741.44	73.14 %
5200 - EXPENSES Total								100.00 %
35 - HANOVER MIDDLE SCHOOL Total		\$1,482,326.00	\$-53,540.00	\$1,428,786.00		\$1,045,044.56	\$383,741.44	73.14 %
5100 - SALARY Total		\$954,863.00	\$32,893.00	\$987,756.00		\$700,367.90	\$287,388.10	70.90 %
5200 - EXPENSES Total								100.00 %
36 - HANOVER HIGH SCHOOL Total		\$954,863.00	\$32,893.00	\$987,756.00		\$700,367.90	\$287,388.10	70.90 %
5100 - SALARY Total		\$133,551.00	\$81,327.00	\$214,878.00		\$177,381.71	\$37,496.29	82.54 %
5200 - EXPENSES Total		\$861,884.00	\$-5,000.00	\$856,884.00	\$147,717.92	\$788,734.75	\$-79,568.67	109.28 %
5400 - ARTICLES Total								100.00 %
39 - HPS DISTRICT WIDE Total		\$995,435.00	\$76,327.00	\$1,071,762.00	\$147,717.92	\$966,116.46	\$-42,072.38	103.92 %
320 - HPS - SPECIAL EDUCATION Total		\$6,456,274.00	\$-112,930.00	\$6,343,344.00	\$241,280.10	\$4,849,455.96	\$1,261,360.40	80.14 %
<b>Total for Dept 310 and 320</b>		<b>\$26,020,443.00</b>		<b>\$26,020,443.00</b>	<b>\$453,416.90</b>	<b>\$19,640,659.54</b>	<b>\$5,935,119.02</b>	<b>77.19 %</b>